

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



**AIR FORCE INSTRUCTION 13-1STAN/EVAL,
VOLUME 2**

**AETC
Supplement 1**

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Space, Missile, Command, and Control

**GROUND COMMAND AND CONTROL
SYSTEMS STANDARDIZATION/EVALUATION
PROGRAM—ORGANIZATION AND
ADMINISTRATION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 13-1STAN/EVAL, Volume 2, 1 April 2000, is supplemented as follows:

This supplement establishes the HQ AETC/DO Standardization/Evaluation (stan/eval) Program which supports AETC objectives. It contains guidance unique to AETC and guidance on items not covered by the basic AFI. This supplement applies to all personnel, commanders, operations supervisors, and instructors performing air battle manager (ABM), air weapons officer (AWD), weapons director (WD), weapons technician (WT), or weapons simulation technician (WST) duties at AETC units. Each unit will coordinate its supplement with HQ AETC/DOFV before publication and forward one copy to HQ AETC/DOFV after publication. Once listed in the ANG Index 2, this supplement also applies to Air National Guard (ANG) units gained by AETC and all Air Force specialty code (AFSC) 13B or 1C5X1 (D) ANG personnel assigned or attached to AETC except as noted. Each ANG units will coordinate its supplement with ANG/C4I and ANG/DOT before publication and forward one copy to HQ AETC/DOFV, 19 AF/DOK, and ANG/DO after publication.

This supplement does not apply to Air Force Reserve Command (AFPC) units. Submit suggested improvements to this supplement on AF Form 847, **Recommendation for Change of Publication**, through stan/eval channels, to HQ AETC/DOFV, 1 F Street, Suite 2, Randolph AFB TX 78150-4325. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule*.

Request waivers to this supplement through stan/eval channels to HQ AETC/DOF. ANG/DO is waiver authority for this supplement for ANG units. Copies of ANG-approved waivers will be forwarded to 19 AF/DO and HQ AETC/DOF. The operations group (OG) commander of the unit that generated the supplement will handle waivers to supplemental guidance.

4.1. The methods for determining the examinee's level of job knowledge and proficiency are academic testing, observation of job performance, and positional evaluation. The stan/eval examiner's (SEE) questions during the positional portion of the evaluation should normally be limited to items not easily determined by observation, but related to the scenarios being employed for evaluation. The SEE will conduct an oral examination of any areas not satisfactorily covered during the performance portion of the evaluation.

4.12.4. (Added) Events not covered in an evaluation mission may be observed on a subsequent mission as long as the following requirements are met:

4.12.4.1. (Added) When an evaluation begins, it must be completed within 30 days.

4.12.4.2. (Added) The evaluation must be completed within the eligibility period (evaluation eligibility zone).

4.15.4. The OG stan/eval (OGV) will approve DOV-developed scenario outlines for the simulation activity to be conducted to ensure standardization of both the level of activity and the difficulty for the simulation evaluation. The SEE's judgment will be the determining factor in the effective use of the simulation. The SEE may declare either the simulated evaluation or a particular event "no contest" if the simulation scenario does not meet requirements due to unforeseen circumstances (equipment failure, simulation error, etc.).

Section 4F (Added)—AETC Unique Evaluations

4.26. (Added) Positional Instructor (PI) Evaluations:

4.26.1. (Added) All personnel selected for PI duty must be evaluated to determine their judgement, technical knowledge, instructor ability (including error analysis of student activity), and use of grading documents as well as proficiency in their specialty (ABM, AWO, WD, WT, etc.). After completion of a formal AETC instructor program, PIs will receive an initial qualification evaluation (IQE) in an area representative of their instructor duties by SEEs. Initial PI evaluations will be accomplished on actual instructional missions whenever possible. Subsequently, personnel designated as PIs will be evaluated on their ability to instruct during all recurring evaluations. SEEs may require the evaluatee to present verbal explanations of equipment operations, procedures, and techniques pertinent to the evaluatee's crew position and PI responsibilities.

4.26.2. (Added) Criteria for PI evaluations is defined in AETCI 13-101, *Command and Control Systems Evaluation Criteria*.

4.27. (Added) Unit-Unique Certification and Qualification Evaluations:

4.27.1. (Added) Squadron commanders may deem positions other than those identified in this instruction as necessary for battle management training. Personnel in these positions must receive either a certification or qualification evaluation as follows:

4.27.1.1. (Added) **Qualification Evaluation.** If the additional positions are outlined in either MCI 13-1-MC, Volume 2, *Ground Command and Control Systems Standardization/Evaluation Program—Modular Control System Evaluation Criteria* (projected to be AFI 13-1MCS, Volume 2), or AFI 11-2E3/TC-18, Volume 2, *E-3/TC-18—Aircrew Evaluation Criteria*, personnel in these positions will receive qualification evaluation by stan/eval. Evaluation criteria will be that contained in the referenced instructions. **NOTE:** All continuation training requirements will be maintained for these positions as defined in

AFI 13-1MCS, Volume 1, *Modular Control System--Training*, or AFI 11-2E3-TC-18, Volume 1, *E-3/TC-18—Aircrew Training*.

4.27.1.2. (Added) **Certification Evaluation.** For positions not covered by qualification evaluations in 13-series AFIs (for example, academic platform instructor or WST), a certification is required. Following successful completion of higher headquarters-approved training plans, personnel in these positions will receive a certification evaluation by the unit DOT. The squadron commander will certify these persons by placing a letter of certification in the training folder and indicating certification on letter of Xs. These persons need not be examined by SEEs, but may receive recurring evaluations from a flight commander or formally appointed certification official. **NOTE:** Number Air Force (NAF) and OG OGV SEEs may conduct certification evaluations except for initial evaluations or re-evaluations.

4.27.2. (Added) AETC Form 281, Instructor Evaluation Checklist, will be used to document academic platform instructor evaluations. Recurring evaluations will be accomplished according to AETCI 36-2202, *Faculty Development and Master Instructor Programs*, to satisfy Community College of the Air Force (CCAF) accreditation requirements. **NOTE:** Each AETC PI will also be certified as an academic platform instructor and be held to the same evaluation requirements (in addition to positional evaluation requirements).

4.27.3. (Added) Criteria found in AETCI 13-101 will be used to evaluate weapons simulation technicians. Recurring evaluation due dates are the same as for basic mission capable (BMC) individuals; that is, every 17 months.

6.4. HQ AETC/DOF is responsible for overall management and implementation of the AETC ground command control (C2) stan/eval program. HQ AETC/DOFV is designated the MAJCOM OPR. For ANG units, ANG/DO must be in concurrence with the HQ AETC/DOF stan/eval program.

6.5. The MAJCOM OPR is HQ AETC/DOFV or ANG/DO (as appropriate).

6.5.5. (Added) Approve or disapprove NAF, OG, and squadron supplements to this instruction.

6.5.6. (Added) Approve or disapprove waiver requests within 10 days of receipt.

6.5.7. (Added) Approve or disapprove NAF-submitted master question files (MQF).

6.5.8. (Added) As a minimum, have the following qualifications: (*Does not apply to ANG*)

6.5.8.1. (Added) Mission crew commander and senior director experience. Experience is defined as combat mission ready (CMR) in any C2 weapon system.

6.5.8.2. (Added) WD experience in two C2 weapon systems, one of which must be currently used by AETC. Experience is defined as CMR in at least one system; the second system may be CMR or BMC experience.

6.5.8.3. (Added) Instructor and stan/eval experience (from any MAJCOM).

6.6. The 19 AF/DO is responsible for execution of the AETC stan/eval program; the 19 AF/DOK is designated the NAF OPR.

6.6.1. Minimum personnel for the C2 stan/eval function will be determined by the 19 AF/DO. As a minimum, the function should be manned by AFSCs 13B4B/C/D and 1C571D or 1A471D.

6.6.2.4. The 19 AF/DOK will serve as the NAF OPR for 19 AF/DO approval or disapproval authority for waivers concerning individual qualification evaluations. Within 5 workdays of a waiver receipt, 19 AF/DOK will respond to problems the 19 AF/DO can correct. Problems the 19 AF/DO cannot take action on

will be sent with a recommendation to HQ AETC/DOF or ANG/DO (as appropriate) within the same timeframe.

6.6.2.7. (Added) Evaluate OG OGV for BMC qualification.

6.6.2.8. (Added) Forward formal, informal, and staff assist C2 stan/eval visit reports to HQ AETC/DOF within 10 workdays.

6.6.3.3. Formal team makeup will be at the discretion of the 19 AF/DO.

6.6.3.4. (Added) The 19 AF/DOK personnel will: *(Does not apply to ANG)*

6.6.3.4.1. (Added) Have ABM, AWO, WD, or WT experience (CMR) in a minimum of one of the C2 systems used by AETC.

6.6.3.4.2. (Added) Have instructor and stan/eval experience (from any MAJCOM).

6.6.3.4.3. (Added) Be fully qualified as an SEE and maintain BMC status in an ABM, AWO, or WD position (any system) in air-to-air (all NAF SEEs) and AR (minimum one NAF SEE).

6.6.3.4.4. (Added) Be authorized to maintain multisystem qualifications, such as qualification in both MCS and AWACS modeling and simulation (AMS).

6.7. The minimum number of personnel for the OG OGV battle management function will be determined by the OG commander. However, the function should at least be manned by AFSCs 13B3C/D, 1C571, and 1C571D or 1A471D.

6.7.9. This function will have approval authority for positional aids, including positional checklists and quick reference guides.

6.7.10. This function will have approval authority for positional evaluation guides.

6.7.17. (Added) OG OGV personnel will:

6.7.17.1. (Added) Have ABM, AWO, WD, or WT experience (CMR) in a minimum of one of the C2 systems used by AETC.

6.7.17.2. (Added) Have instructor and stan/eval experience (from any MAJCOM).

6.7.17.3. (Added) Be fully qualified as an SEE and maintain BMC (any system) in their specialty (ABM, AWO, WD, or WT) for air-to-air and AR.

6.7.17.4. (Added) Be authorized to maintain multisystem qualifications, such as qualification in both MCS and sector air operations center (SAOC).

6.7.17.5. (Added) Be designated in writing, reflecting his or her current qualifications.

6.8.1. This will normally occur in conjunction with HQ AETC Inspector General inspections.

6.8.3. The OG OGV and squadron chief of stan/eval (active duty and ANG) will receive complete qualification evaluations in their primary duty positions according to paragraph 2.6.3 of the basic AFI.

6.9. In addition to the requirements in the basic AFI, the following additional areas will be evaluated:

6.9.1. (Added) Initial qualification training program (according to AFI 13-1MCS, Volume 1).

6.9.2. (Added) Continuation training program (according to AFI 13-1MCS, Volume 1).

6.9.3. (Added) Instructor upgrade program (according to higher headquarters approved syllabi and local directives).

6.9.4. (Added) WST program (according to higher headquarters approved local directives).

6.9.5. (Added) Stan/Eval Board (according to approved local directives).

6.9.6. (Added) AF Form 847 program (according to AFI 11-215, *Flight Manuals Program [FMP]*, and its AETC Sup 1).

6.10. In addition to the requirements in the basic AFI, the following testing procedures will be followed:

6.10.1. (Added) The 19 AF/DO will dictate the composition and total number of questions in the examination. Questions will be derived from the general knowledge and local procedures MQFs. The 19 AF/DOK will notify the OG OGV of test requirements in a 60-day formal notification message.

6.10.2. (Added) The OG OGV will develop four written tests from the MQF test bank according to direction in the 60-day formal notification message. The OG OGV will forward the tests to 19 AF/DOK no later than 30 days prior to the formal visit.

6.10.3. (Added) Formal visit academic examination results will not be used for written examination credit in initial or recurring qualification evaluations.

6.10.4. (Added) Attached ABMs, AWOs, WDs, and WTs will test during the formal stan/eval visit.

6.13.1. The OG OGV will be the unit point of contact for input of all changes and updates.

6.13.2. The OG OGV will ensure a review of all operations publication changes, additions, and deletions is accomplished to identify any changes required to those volumes of the MQF used by the unit.

6.13.3. The OG OGV will annually review and forward a copy of each MQF to 19 AF/DOK.

6.13.4. Suggested changes from these reviews and any new questions that result from new operations directives will be submitted by the OG OGV through channels. Inputs for the MQF will be reviewed and validated as correct by 19 AF/DOK.

6.13.6. The 19 AF/DOK will forward any MQF inputs, questions, or changes to HQ AETC/DOFV for final approval.

6.13.8. (Added) Squadron DOVs will conduct semiannual MQF testing. Tests will consist of 85 percent general knowledge MQF questions and 15 percent local procedures MQF questions. Units may supplement the general knowledge MQF with questions unique to the unit's mission. Procedures described in section 4.17 of the basic AFI apply to semiannual MQF testing as well as initial or recurring evaluations.

6.15. The NAF or OG SEEs may conduct limited evaluations on individuals or crew positions in a system in which the SEE does not maintain BMC status.

NOTE: The following are added to Attachment 1:

References (Added)

AFI 11-2E3/TC-18, Volume 1, *E-3/TC-18—Aircrew Training*

AFI 11-2E3/TC-18, Volume 2, *E-3/TC-18—Aircrew Evaluation Criteria*

AFI 11-215, *Flight Manuals Programs (FMP)*

AFI 13-1MCS, Volume 1, *Modular Control System--Training*

MCI 13-MC, Volume 2, *Ground Command and Control Systems Standardization/Evaluation Program—Modular Control System Evaluation Criteria (projected to be AFI 13-1MCS, Volume 2)*

AETCI 36-2202, *Faculty Development and Master Instructor Programs*

Abbreviations and Acronyms (Added)

AFSC—Air Force specialty code

AMS—AWACS modeling and simulation

AR—air refueling

PI—positional instructor

OGV—operations group stan/eval

WST—weapons simulation technician

WT—weapons technician

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